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UNITED STATES ARMY GARRISON-DETROIT ARSENAL  
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IMNE-MIG-PL

MAR 26 2009

MEMORANDUM FOR U.S. Army Garrison – Detroit Arsenal Directors, Division and Office Chiefs

SUBJECT: Policy Memorandum #17, Serious Incident Reports (SIR) and Daily Situation Reports (SITREPS)

1. REFERENCES:

- a. Army Regulation 190-45, Serious Incident Reporting, 30 Mar 2007.
- b. IMCOM Regulation 190-1, Serious Incident Reports, 30 April 2007.

2. PURPOSE: This policy provides guidance for Serious Incident Reporting (SIR) flow from Division Chiefs and Directors to Garrison Manager. It is important that all leadership staff and personnel maintain situational awareness of all incidents and activities that occur with your respective areas of responsibilities. SIR, and SITREP reporting is a function of command that requires your leadership and good judgment to execute. Accurate, detailed, and timely reporting of incidents and activities is vital to the success of the Garrison.

3. APPLICABILITY: These procedures apply to all Garrison Directors, Branch, Division and Office Chiefs.

4. POLICY:

a. Directors, Division and Office Chiefs (or their designated representatives) will provide timely notification to the Garrison Manager of any issues or incidents contained in IMCOM-Regulation 190-1 (enclosure 2). The incident has to be determined correctly to trigger a SIR and then it must be executed to standard. **Bottom Line: Follow the rule and practice "WHEN IN DOUBT – REPORT."**

b. Deputy to the Garrison Manager or delegate (Directorate of Plans, Training, Mobilization, and Security (DPTMS) and Installation Emergency Manager) is responsible for notification to Directorates/Divisions in an emergency or crisis situation. Supervisors will then initiate the appropriate level of coordination and emergency notifications within their respective areas of responsibilities.

c. Supervisors are further responsible to ensure that all U.S. Army Garrison – Detroit Arsenal employees and contractors within their Directorates are included in their notification process.

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d. DPTMS will submit a daily SITREP to IMCOM-NE EOC utilizing the U.S Army Garrison – Detroit Arsenal SITREP format (enclosure 3) NLT 1600 daily. If Directorates have any key events or activities affecting their areas of responsibility (24-72 hours) the data will need to be submitted to the DPTMS section.

e. The leadership is responsible for accurate, timely, and detailed reporting of any incident or activity that affects operations in your area of responsibility.

f. This policy memorandum is effective immediately.

5. PROCEDURES: In order to ensure timely, accurate, and detailed reporting of SITREPs and SIRs, the following guidance and procedures are in effect immediately.

a. Each Director must confirm to the Deputy to the Garrison Manager via written correspondence that you have a system in place that ensures your timely notification of SIR's occurring in your Directorate or other sponsored activity. Your procedures will be documented in an SOP or memorandum that describes the communications linkage between yourself and your subordinates. Additionally, Directors and office chiefs will ensure internal departmental recall rosters are annually updated and/or updated whenever changes are made, then forwarded to DPTMS whenever changes are made.

b. All incidents, regardless of SIR category will be immediately telephonically reported to the Garrison Manager directly (Deputy to the Garrison Manager or delegate) in the order listed below. Directors or delegate will subsequently send an accompanying email after discovery or notification using reporting format (enclosure 3). Once notified, the person contacted below in priority order (1-4) will make telephonic notification to IMCOM-Northeast region.

(1) Garrison Manager – (W) 586-574-5115, (M) 586-214-1351

(2) Deputy to the Garrison Manager- (W) 586-574-5115, (M) 586-764-7812

(3) Directorate of Plans, Training, Mobilization, and Security- (W) 586-574-7867, (M) 586-306-7328

(4) Installation Emergency Manager - (W) 586-753-2696, (M) 586-306-7384

c. The DPTMS has staff responsibility for administration of SIR reporting. The DPTMS EOC will ensure the appropriate IMCOM Northeast Leadership, and staffs are informed as required and meet the notification timelines in reference 1.b.

d. Follow-on notification in written format will be the responsibility of the Director of Plans, Training, Mobilization, and Security (DPTMS), who is responsible for complying with the

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reporting timelines required by IMCOM-East. In order to facilitate reporting, all Directorate supervisory personnel are tasked with supplying DPTMS incident timelines and event details.

6. PROPONENT. DPTMS is the proponent for this USAG-DTA policy. POC is the Director, PTMS, at commercial (586) 574-7867, or DSN 786-7867.

3 Encls

1. IMCOM SIR, Reporting Matrix
2. IMCOM-Regulation 190-1
3. USAG-DTA SITREP format

  
BRENDAL EEE MCCULLOUGH  
Garrison Manager

# HQDA / IMCOM SIR REPORTING MATRIX

hqs/IMCOM SIR Reporting Matrix

	HQDA SIR CATEGORY 1	HQDA SIR CATEGORY 2	IMCOM SIR CATEGORY 3a	IMCOM SIR CATEGORY 3b
GARRISON TO ARMY WATCH / IMCOM OPS / REGION OPS	1. Immediate telephonic notification 24/7 to Army Watch & Region Director	1. Telephonic notification optional	1. Immediate telephonic notification 24/7 to Region Director	1. Telephonic notification optional
	2. E-mail SIR report to Army Watch and OPMG W1 12 hours	2. E-mail SIR report to Army Watch and OPMG W1 24 hours		
	3. E-mail EXSUM to Region Director, Region OPS Center, and IMCOM OPS Center W1 2 hours	3. E-mail garrison specific EXSUM to Region OPS Center and IMCOM OPS Center W1 2 hours	2. E-mail EXSUM to Region Director, Region OPS Center, and IMCOM OPS Center W1 2 hours	2. E-mail EXSUM to Region OPS Center and IMCOM OPS Center W1 2 hours.
	a. On/off post riots, serious disturbances, or demonstrations targeted against the Army or involving Army personnel.	a. Theft of gov appropriated funds or destruction of government property valued at >\$100K.	a. Death or serious injury to any IMCOM senior leader (GO, SES, GC).	a. Death or serious injury to any IMCOM Soldier, DA civilian, or full time contract employee not covered in SIR CATEGORY 3a.
	b. War crimes, including mistreatment of enemy POW's, detainees, displaced persons, retained persons or civilian internees. violations of the Geneva Conventions, and atrocities.	b. Theft of government non-appropriated funds or property valued at >\$100K.	b. An environmental incident or action (Regulators /EPA) that has shutdown operations or training at an installation due to reportable spills, range fires, legal suits, administrative order that would stop operations, and an environmental incident requiring immediate notification to any DOD or external agency.	b. Any incident which impacts the Garrison mission requiring an SIR.
	c. Requests by U.S. Army personnel for political asylum or indications of defection.	c. Loss, theft, wrongful disposition of evidence, sensitive items, controlled cryptographic items, night vision devices, or drugs.	c. Disasters or crises resulting in significant disruption to installation operations including electrical outage, loss in water, sewage, heating, cooling, training support, quality of life (QOL) and damage/destruction to any Flag/GO qtrs related to the above.	c. Senior IMCOM leader out of communications or temporarily away from the organization including TDY and leave and who is acting in their absence (RD's, DD's).
	d. Terrorist activities, sabotage, and incidents initiated or sponsored by known terrorists, dissident groups, or criminal elements that occur on an installation, or involve military personnel or property off an installation.	d. Cocaine => 100 grams	d. Serious incident/misconduct involving a senior IMCOM leader.	d. Visit from a Brigadier General or above and elected officials for official business involving installation operations
	e. Bomb or explosive incidents resulting in death, injury of military personnel, or damage to military property.	e. Hashish => 1000 grams	e. Any major breach of security.	e. Significant changes to normal activities on the installation that prompts interest from senior occupants.
	f. Incidents involving material damage that seriously degrade unit operational or training readiness.	f. Heroin => 100 grams	f. Potentially adverse public affairs issues which may discredit the Army, IMCOM or its members.	f. Changes negatively affecting a mission commander's readiness or IMCOM mission accomplishment.
	g. Threats against government weapons and ammunition.	g. LSD => 8 grams	g. Any change in FPCON baseline	g. Non-routine support to sister services or other governmental agencies.
	h. Information on threats, plans, or attempts to harm or kidnap, or other information bearing on the personal security of the President of the U.S.	h. PCP => 100 grams	h. Negative communications with or regarding a Flag/General Officer.	h. Changes to projects that have command interest.
	i. Vice President of the US, or other persons under US Secret Service (USSS) protection.	i. Significant violations of Army standards of conduct.	i. The following shall be reported as it relates to Medical Hold/Medical Holdover Soldiers:	i. Anti-Deficiency Act violation or impending violation.
	j. Any other incident the commander determines to be of immediate concern to HQDA based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.	j. Incidents involving prisoners or detainees of Army confinement or correctional facilities or deaths.	j. Medical Hold/Medical Holdover Soldiers:	j. Loss or suspension of security clearance of any Senior IMCOM leader.
	k. Any other incident the commander determines to be of immediate concern to HQDA based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.	k. Any machine gun or automatic fired weapon	k. Any congressional inquiries/visits	k. Report of environmental enforcement actions.
	l. Any other incident the commander determines to be of immediate concern to HQDA based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.	k. Any frag, concussion or HE grenade, artillery round or ground burst simulator.	Any public affairs issues (positive or negative)	l. Pending adverse or referred rating, disciplinary action, or DUJ involving a senior IMCOM leader.
		One or more semi or manually operated firearm.	Any explosives, i.e. det cord, C-4, etc	m. Any family housing fire
	Five or more rounds => 50 cal		n. Any other incident the commander determines to be of immediate concern to the IMCOM leadership based on the nature, gravity, potential for adverse publicity or potential consequences of the incident.	n. Any other incident the commander determines to be of concern to the IMCOM leadership based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.
	i. Actual or attempted break in of arms room.			
	j. Armed or attempted armed robbery.			
	k. Trafficking of arms, munitions & explosives			
	l. Aggravated arson			
	m. Deaths			
	n. Kidnapping			
	o. Major fires or natural disasters => \$250k			
	p. Mutiny (=> 10 persons)			
	q. Trng accidents with death or serious injury			
	r. Maltreatment of Soldiers and DA Civilians			
	l. Child abuse			
	u. Serious child injury or death			
	v. Serious domestic violence incidents			
	w. Incidents involving firearms			
	x. Federal crimes when they meet reporting			
	*Above list is not all inclusive - See AR 190-40	*Above list is not all inclusive - See AR 190-40		

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IMCOM Reg 190-1, 1 May 2007

Department of the Army  
Headquarters, United States Army  
Installation Management Command  
2511 Jefferson Davis Highway  
Arlington, Virginia 22202  
30 April 2007

**\*IMCOM Regulation 190-1**

**Military Police**

**UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND (IMCOM)  
SERIOUS INCIDENT REPORTS (SIRs)**

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**Summary.** This is the first publication of this regulation. This regulation prescribes policies, responsibilities, and procedures for Serious Incident Reporting.

**Applicability.** The policy and guidance prescribed by this regulation applies to all IMCOM Region Directors and Garrison Commanders/Managers.

**Supplementation.** Supplementation of this regulation is permitted by Directors at Region level.

**Suggested Improvements.** The proponent of this regulation is the Operations Division. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank forms) electronically to [imcomopscenter@hqda.army.mil](mailto:imcomopscenter@hqda.army.mil).

**Distribution.** This regulation is distributed solely through the IMCOM Homepage at <http://www.imcom.army.mil>.

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\*This regulation supersedes IMA Policy Memorandum #11, dated 20 December 2005.

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## **Chapter 1 Introduction**

### **1-1. Purpose**

This regulation provides guidance for Serious Incident Reporting (SIR) flow from Garrisons and Regions to HQ, IMCOM, Department of the Army, and to outline issues and incidents that Garrison Commanders/Managers and Region Directors must notify the IMCOM Command Group of in a timely manner.

### **1-2. References**

Required and related publications; and, prescribed and referenced forms, are listed in appendix A.

### **1-3. Explanation of abbreviations and terms**

Abbreviations and terms used in this regulation are explained in the glossary.

## **Chapter 2 Responsibilities**

### **2-1. Region Directors will —**

Report any incident they feel requires the attention of the IMCOM Command Group. WHEN IN DOUBT – REPORT.

### **2-2. Garrison Commanders/Managers will -**

- a. Provide timely notification, through their respective Region Directors/Operations Centers, to the IMCOM Command Group of any issues or incidents as described herein.
- b. Report any incident they feel requires the attention of the IMCOM Command Group.
- c. Will coordinate with their respective Installation, Senior Mission, or Senior Tactical Commanders to ensure that SIR information is exchanged and dual reporting minimized.

## **CHAPTER 3 REPORTABLE ITEMS**

AR 190-45 specifies three categories of reportable items:

- a. **Category 1** – Reportable Serious Incidents (AR 190-45, para 8-2) are those incidents requiring immediate telephonic notification from the reporting unit (i.e., garrison) to the Army Watch, followed by a written report emailed within 12 hours of discovery or notification to the Army Watch and Provost Marshal General (PMG).
- b. **Category 2** – Reportable Serious Incidents (AR 190-45, para 8-3) are those incidents requiring only a written report emailed within 24 hours of discovery or notification to the Army Watch and PMG.

c. **Category 3** – Reportable Serious Incidents (AR 190-45, para 8-4) are those incidents not already covered by Categories 1 or 2, but still of particular interest to the IMCOM Command Group. These incidents are further categorized as follows:

(1) **Category 3a.** Incidents requiring immediate telephonic notification to the IMCOM Command Group, followed by a written report emailed to the IMCOM Operations (OPS) Center & Region OPS Center within two hours of discovery or notification.

(2) **Category 3b.** Incidents requiring only a written report emailed to the IMCOM OPS Center & Region OPS Center within two hours of discovery or notification.

## **Chapter 4**

### **Procedures**

SIRs will be reported by Garrison Commanders/Managers in accordance with (IAW) the following procedures:

#### **4-1. Category 1.**

a. Garrisons will provide immediate telephonic notification (any hour, day, night, weekend, or holiday) of Category 1 SIRs to the Army Watch (AR 190-45, para 9-2a) and to the appropriate Region Director.

b. Region Directors will then provide immediate telephonic notification to the IMCOM Deputy Commanding General (DCG). If unable to contact the DCG, then notify the IMCOM Chief of Staff (COS).

c. If the Chief of Staff is not available, Region Directors will immediately notify the IMCOM Staff Duty Officer (SDO) at 703-380-4295.

d. Garrisons will follow their telephonic report with a written executive summary (EXSUM) in email text format (with or without the initial SIR attached) within two hours to the appropriate Region Director, Region OPS Center, and IMCOM OPS Center. Information required but unavailable shall be indicated by To Be Announced (TBA), Unknown (UNK), or Not Applicable (NA).

e. Garrisons will follow their initial telephonic report with a written report (AR 190-45, fig 9-1), emailed to the Army Watch and PMG (DAPM-MPD-LE) within 12 hours of discovery or notification (AR 190-45, para 9-2a).

f. Garrisons reporting Category 1 SIRs will provide information copies (via email) of these SIRs to their respective regions and other required info addresses (AR 190-45, para 9-5).

g. In addition to preparing the written Category 1 SIR, Garrisons will prepare an EXSUM of the SIR IAW the following format:

(1) Region/Installation:

(2) What:

(3) Who:



- (4) Where:
- (5) When:
- (6) Army Watch Notified:
- (7) Summary of Incident:

#### **4-2. Category 2.**

- a. Garrisons will provide a written report in email format using the EXSUM above with or without the initial SIR attached within two hours. Information required but unavailable shall be indicated by TBA, UNK, or NA. Telephonic notification for category 2 SIRs is not required.
- b. Garrisons will provide a written report (AR 190-45, fig 9-1), emailed to the Army Watch and PMG (DAPM-MPD-LE), within 24 hours of discovery or notification (AR 190-45, para 9-2b).
- c. Garrisons reporting Category 2 SIRs will provide information copies (via email) of these SIRs to their respective regions and other required info addressees (AR 190-45, para 9-5).

#### **4-3. Category 3a.**

- a. Garrisons will provide immediate telephonic notification (any hour, day, night, weekend, or holiday) of Category 3a SIRs to the appropriate Region Director.
- b. Region Directors will then provide immediate telephonic notification to the IMCOM DCG. If unable to contact the DCG, then notify the IMCOM COS.
- c. If the COS is not available, Region Directors will notify the IMCOM SDO at 703-380-4295.
- d. Garrisons will follow their telephonic report with an EXSUM within two hours. Information required but unavailable shall be indicated by TBA, UNK, or NA.

#### **4-4 Category 3b.**

- a. Garrisons will provide a written report in email format using the EXSUM above within two hours of discovery or notification to their respective Region Director, Region OPS Center, and IMCOM OPS Center. Telephonic notification for Category 3b SIRs is not required.
- b. Information required but unavailable shall be indicated by TBA, UNK, or NA.

### **Chapter 5 Coordinating Instructions**

- a. All incident reports are SIRs. The term Commanders' Critical Information Requirements (CCIR) will no longer be used to describe these incidents.

b. The IMCOM COS is responsible for notifying other members of the IMCOM Command Group of Category 1 and Category 3a SIRs. IMCOM OPS Center will forward EXSUMs received from IMCOM Installations/Regions to the IMCOM DCG, Executive Officer, Executive Director, Chief of Staff, Command Sergeant Major, and to the ACSIM Executive Officer.

c. If the IMCOM SDO is contacted, he/she will make every attempt to contact the IMCOM COS. If the COS is not available, the SDO will contact the IMCOM OPS Center to pass on the telephonic SIR notification.

d. Tenant unit-generated SIRs should be sent directly to the Army Watch and their appropriate higher headquarters' command. Garrisons shall require their tenant units to include them as cc addresses on all tenant unit-generated SIRs/OPREPs. As received, these SIRs/OPREPs should be forwarded by the garrison to their respective Region OPS Centers for situational awareness. Region OPS Centers will forward pertinent tenant-unit SIRs/OPREPs to the IMCOM OPS Center.

e. All SIRs transmitted electronically will be forwarded as an attachment to an email messaged addresses as previously discussed and as listed below. The body of the email will contain the EXSUM format only along with the contact information below.

f. All SIRs/EXSUMS will indicate in the subject line, the SIR Category/Number, Installation, type of incident, and if this an IMCOM or NON-IMCOM incident.

g. All EXSUMS transmitted electronically will contain a Point of Contact (POC), telephone number (DSN and commercial), and e-mail address of the individual/OPS Center responsible for generating the EXSUM.

h. Transmit unclassified SIRs/EXSUMS on the NIPRNET marked FOUO.

(1) Army Watch: [armywtch@hqda-aoc.army.pentagon.mil](mailto:armywtch@hqda-aoc.army.pentagon.mil). DSN: 312-227-0218 or COMM: 703-697-0218.

(2) Office of the Provost Marshall: [mpops@hqda-aoc.army.pentagon.mil](mailto:mpops@hqda-aoc.army.pentagon.mil)

(3) IMCOM OPS Center: [imcomopscenter@hqda.army.mil](mailto:imcomopscenter@hqda.army.mil). DSN: 312-332-4254 or COMM: 703-602-4254.

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